

Division of Facilities & Transportation
Office of School Facilities Financing
SCHOOL FACILITIES PROJECT APPLICATION - RETROACTIVITY

Please follow the sequence provided on the attached **FLOWCHARTS** to determine retroactive eligibility status of the school facilities project. Then file this application, along with the requested documents, and send to the New Jersey Department of Education – Office of School Facilities Financing.

State Plan No.:	Funding Source:
County:	County Code:
District:	District Code:
School:	School Code:
District Contact:	Telephone No.:
Architectural Firm:	Telephone No.:
Architect Contact:	Telephone No.:

Check List of required documents to be submitted with this application.

The DOE may request additional information to make the proper determination for each school facilities project.

**FLOWCHART A
Issued Debt**

**FLOWCHART B
No Debt Issued**

<input type="checkbox"/> State Plan Number <u>or</u> copy of approval letter from DCA/Code Official	<input type="checkbox"/> State Plan Number <u>or</u> Copy of DOE approval letter
<input type="checkbox"/> Copy of Plans & Specs (non-DOE approvals)	<input type="checkbox"/> Copy of Plans & Specs (non-DOE approvals)
<input type="checkbox"/> Cost Estimate or final expenditures	<input type="checkbox"/> Cost Estimate
<input type="checkbox"/> Copy of debt schedule	If an application is more that 12 months old, the district needs to submit documentation showing that the project has remained active (i.e. - failed referendum, board meeting minutes, etc.)

The items listed below are required only for projects that increase the gross square footage of a school facility.

<input type="checkbox"/> Facilities Space Program (List of existing spaces, please contact DOE for proper forms)	<input type="checkbox"/> Facilities Space Program (List of existing spaces, please contact DOE for proper forms)
<input type="checkbox"/> Number of unhoused students housed by project	<input type="checkbox"/> Number of unhoused students housed by project
<input type="checkbox"/> Area allowance per FTE student	<input type="checkbox"/> Area allowance per FTE student
<input type="checkbox"/> Enrollment projections	<input type="checkbox"/> Enrollment projections

Retroactivity (Section 9.c)

Any district which obtained approval from the commissioner since September 1, 1998 and prior to the effective date of July 18, 2000 of the educational specifications for a school facilities project or obtained approval from the Department of Community Affairs or the appropriately licensed municipal code official since September 1, 1998 of the final construction plans and specifications, and the district has issued debt, may elect to have the final eligible costs of the project determined pursuant to section 5 of this act and to receive debt service aid under this section or under section 10 of this act.

Any district which received approval from the commissioner for a school facilities project at any time prior to the effective date of July 18, 2000, and has not issued debt, other than short term notes, may submit an application pursuant to section 5 of this act to have the final eligible costs of the project determined pursuant to that section and to have the authority construct the project; or, at its discretion, the district may choose to receive debt service aid under this section or under section 10 of this act or to receive a grant under section 15 of this act.